

AUTOMATIC OUTLOOK eMAIL SORT

CDx3 eMail Sorted With Microsoft Outlook Rules

CDx3 Notification Service subscribers receive email messages throughout the month that make them aware of buying and selling opportunities of CDx3 Preferred Stocks. Over a period of time, subscribers may find it helpful to use a feature of Microsoft Outlook to automatically sort these incoming CDx3 Notification Service email messages into separate Outlook email folders – one for buying opportunities and another for selling opportunities.

The purpose of this CDx3 Special Report is to provide subscribers with a step-by-step guide for configuring two Outlook “rules” that will automatically sort CDx3 Notification Service email messages into two folders – one for buyer’s notification messages and a second for seller’s notification messages.

Note that, although the instructions described throughout this CDx3 Special Report are specific to Microsoft Outlook, other email software programs (including some browser-based web mail systems) have similar features. If you do not use Microsoft Outlook, it may still be helpful for you to review this CDx3 Special Report, and then see if your email system has similar features.

There are several versions of Microsoft Outlook. At the time of this writing, **Outlook 2002** is, by far, the most common and widely installed email software application. Therefore, for the purposes of this CDx3 Special Report, I use screen prints (computer screen images) from Outlook 2002. As older computers are replaced, **Outlook 2003** will become more common. Thankfully, Outlook 2002 and Outlook 2003 perform their “Rules” function in virtually the same way. So, if you are using Outlook 2003 you can use the descriptions presented herein.

The instructions provided here are also applicable to **Outlook Express**. Outlook Express is less robust than Outlook, but many functions are shared between the two email programs.

What Are Outlook “Rules”

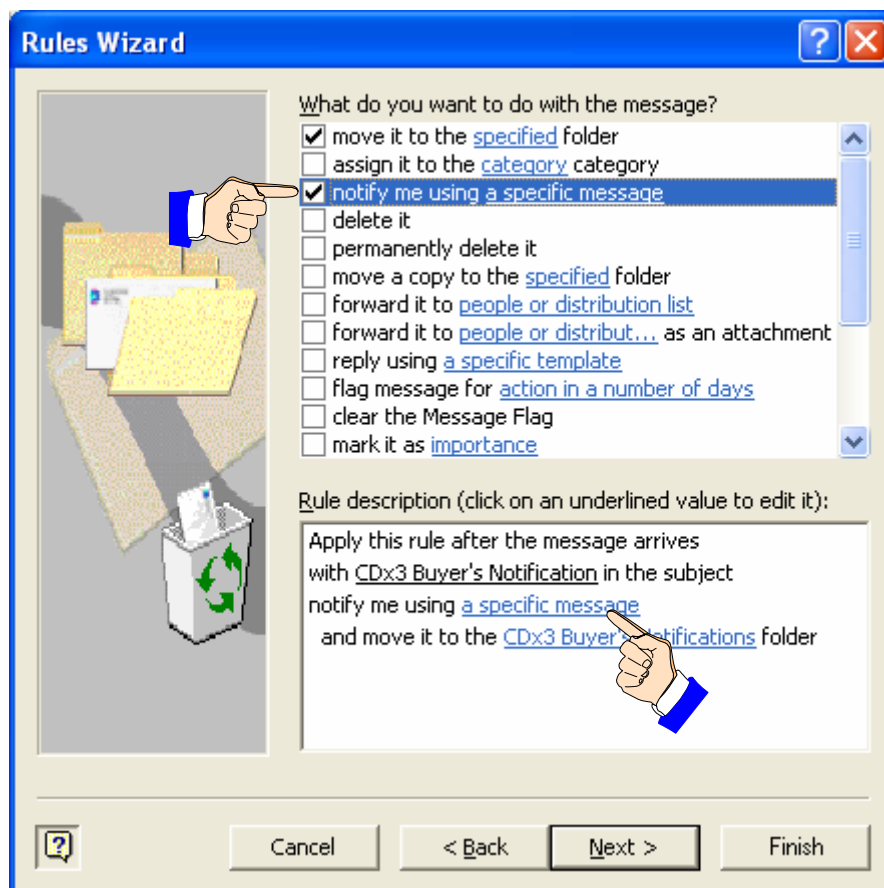
All email messages are not created equal. Outlook, like most other email programs, evaluates each new incoming email message and, depending on the

Optional Pop-Up Alert Message

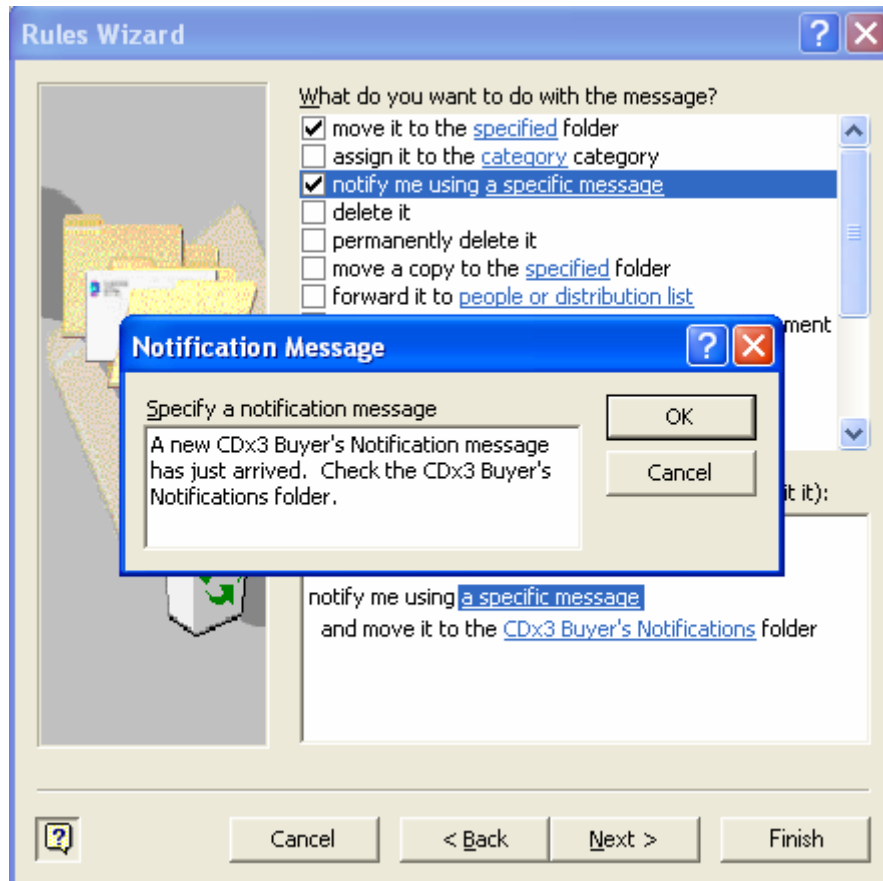
At this point your new Evaluation Rule will automatically sort new CDx3 Buyer's Notification email messages into your new CDx3 Buyer's Notifications folder.

Outlook allows you to specify *multiple* actions when it evaluates a new email message. In addition to moving your CDx3 Buyer's Notification messages into your new CDx3 Buyer's Notifications folder, you can also have Outlook pop-up a message box on your screen (some versions of Outlook Express may not have this feature), alerting you to the newly arrived CDx3 Notification Service message.

To have your Evaluation Rule do this, rather than click Finish on the above screen, click the Next button. You will see the below screen that lists the various actions that you can program your Evaluation Rule to take. Check the action labeled "notify me using a specific message".



The (lower) “Rule description” box will show the new action. When you click on the phrase [a specific message](#), the following Notification Message dialog box will appear.



Type whatever message you want to appear on your screen when a new CDx3 Buyer’s Notification email message arrives, and then click the OK button.

You will see your new Evaluation Rule. Click the Finish button.